



CRIMINAL JUSTICE PROGRAMS DIVISION
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

P.O. BOX 419047
RANCHO CORDOVA, CALIFORNIA 95741-9047
(916) 324-9100
FAX: 327-5674



April 1, 2004

John Boyd, Chief Deputy
County of Riverside, Sheriff's Department
4095 Lemon Street
Riverside, CA 92501

Dear Mr. Boyd:

The Governor's Office of Emergency Services (OES), Criminal Justice Programs Division is pleased to announce the release of the Children Exposed to Domestic Violence (CEDV) Program Request for Application (RFA). This program is made available through the Children's Justice Act (CJA) federal funds.

The Riverside County Sheriff's Department is eligible to receive funding under this program through a recommendation made to OES by the Children's Justice Act (CJA) Task Force.

A hard copy of the RFA is enclosed. A copy can also be obtained from website, www.oes.ca.gov by following these steps: select OES Divisions and Regions, Criminal Justice Programs Division, RFA Funding Information. The grant period will begin July 1, 2004 and end June 30, 2005. This is the second year of funding in a three-year funding cycle. Continuation of funding for the third year is contingent upon satisfactory performance and **subject to the availability of funds**. A total of \$200,000 has been allocated to this program for the current grant year.

The application should be received or postmarked by **5:00 p.m. on Wednesday, May 19, 2004**. Instructions for mailing the application are included in the RFA.

Should you have questions, please contact Jennifer Bianchi at (916) 324-7204.

Sincerely,

GILLSA MILLER, Chief
Children's Section

cc: Lt. Louis Fetherolf, Lake Elsinore

Enclosure

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

**CHILDREN EXPOSED TO DOMESTIC VIOLENCE
REQUEST FOR APPLICATION**



April 2004

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

**CHILDREN EXPOSED TO DOMESTIC VIOLENCE
REQUEST FOR APPLICATION**

TABLE OF CONTENTS

I. INFORMATION

A. INTRODUCTION.....	1
B. CONTACT INFORMATION.....	1
C. APPLICATION DUE DATE	1
D. ELIGIBILITY	2
E. FUNDING CYCLE AND DURATION	2
1. Grant Award Period	2
2. Source of Funds	2
3. Allocation of Funds	2
4. Use of Funds	2
F. PROGRAM INFORMATION	3
1. Funding Background	3
2. Program Intent and Need	3
3. Program Components	3
G. PREPARING AN APPLICATION	5

II. INSTRUCTIONS

A. THE PROJECT NARRATIVE	6
1. Problem Statement.....	6
2. Plan and Implementation.....	6
3. Agency Description.....	8
4. Organizational Chart	9
5. Operational Agreements	9
B. THE PROJECT BUDGET	9
1. The Budget Narrative	9
2. The Specific Budget Categories	10
C. THE APPLICATION APPENDIX.....	11

III. FORMS

REQUEST FOR APPLICATION CHECKLIST AND REQUIRED SEQUENCE	12
APPLICATION COVER SHEET	13
GRANT AWARD FACE SHEET INSTRUCTIONS.....	14
GRANT AWARD FACE SHEET	15
CERTIFICATION OF ASSURANCE OF COMPLIANCE	16
THE PROJECT NARRATIVE	19
THE PROJECT BUDGET – THE BUDGET NARRATIVE	20
THE BUDGET PAGES	
Personal Services – Salaries/Employee Benefits.....	21
Operating Expenses	22
Equipment.....	23
THE APPLICATION APPENDIX	24
SAMPLE OPERATIONAL AGREEMENT	25
PROJECT SERVICE AREA INFORMATION.....	26
PROJECT CONTACT INSTRUCTIONS	27
PROJECT CONTACT INFORMATION	28
PROJECT SUMMARY INSTRUCTIONS	29
PROJECT SUMMARY.....	30
OTHER FUNDING SOURCES.....	32
ADDITIONAL SIGNATURE AUTHORIZATION INSTRUCTIONS.....	33
ADDITIONAL SIGNATURE AUTHORIZATION	34
SOLE/SINGLE SOURCE JUSTIFICATION CONTRACS FOR SERVICES CHECKLIST	35

IV. ADDITIONAL INFORMATION

ATTACHMENT A.....	36
-------------------	----

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

**CHILDREN EXPOSED TO DOMESTIC VIOLENCE
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede all previous RFAs and any conflicting provisions stated in the *Grantee Handbook*. However, the *Grantee Handbook* provides helpful information you may wish to consult while developing your application. A copy can be obtained from website, www.oes.ca.gov. Applicant can select "Plans and Publications, RFA/RFP Grantee Handbook" to access the *Grantee Handbook*.

B. CONTACT INFORMATION

Prior to May 17, 2004, please contact Jennifer Bianchi, Program Specialist, at (916) 324-7204, or by e-mail at jennifer.bianchi@oes.ca.gov.

After May 17, 2004, please contact Gina Roberson, Program Specialist, at (916) 324-9197, or by e-mail at gina.roberson@oes.ca.gov.

C. APPLICATION DUE DATE

To submit an application, applicant must deliver the application to OES **by 5:00 p.m.** on the due date, or mail the application postmarked by the due date.

The Due Date Is: Wednesday, May 19, 2004

Should you require an extension for submitting the application, you may request one by sending an e-mail to Jennifer Bianchi at jennifer.bianchi@oes.ca.gov.

Applicant must submit **one original and one copy** of the application to:

Governor's Office of Emergency Services
Criminal Justice Programs Division
P.O. Box 419047
Rancho Cordova, CA 95741-9047
Attn: Children Exposed to Domestic Violence RFA – Children's Section

or

If sending an application by **overnight delivery**, submit to:

Governor's Office of Emergency Services
Criminal Justice Programs Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Children Exposed to Domestic Violence RFA – Children's Section

If the application will be **hand-delivered**, it should be delivered to the Governor's Office of Emergency Services Downtown office at 1130 K Street, Suite 300, Sacramento. Please note the following: 1130 K Street is located at the southwest corner of the intersection of 12th and K Streets. A Bank of America is located on the first floor of this building. Please note that K Street is a pedestrian mall. Indoor parking structures are located on the east side of 12th Street between K and L Streets (connected to the Hyatt Regency Hotel), and on 10th Street between K and L Streets. Street parking is limited and requires quarters for parking meters. Once you enter the building at 1130 K Street, take the elevator to the third floor and proceed straight down the hall to the Receptionist Office behind the double wooden doors labeled "State of California: Governor's Office of Emergency Services." The application will be date stamped and you may request a receipt.

D. ELIGIBILITY

For purposes of this RFA, the Riverside County Sheriff's Department, is the only eligible applicant for this funding opportunity.

E. FUNDING CYCLE AND DURATION

1. Grant Award Period

The funding cycle for this program is for a three-year cycle, beginning **July 1, 2003**, and ending **June 30, 2006**. Each grant award period will be for twelve (12) months. The second grant award period, for which the applicant must budget, will **begin July 1, 2004, and end on June 30, 2005**. An application for continuation of funding must be submitted for each year of funding. Continuation funding is contingent upon satisfactory performance and **subject to available funds**.

2. Source of Funds

Grant funds allocated for the Children Exposed to Domestic Violence (CEDV) Program are derived from the federal Children's Justice Act (CJA).

3. Allocation of Funds

OES, through the CJA Task Force, has allocated \$200,000 to the CEDV Program for the second grant award period.

4. Use of Funds

CJA federal funds must be used to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect. The overall goal of the CJA is to reduce systemic trauma to children who are victims of child abuse, sexual abuse and exploitation, and preserve the rights of all parties involved in the investigation of such cases.

F. PROGRAM INFORMATION

1. Funding Background

The Children's Justice Act (CJA) is supported by the Federal Crime Victim's Fund, an amalgamation of fines and fees collected from defendants convicted of federal crimes. The Crime Victim's Fund is administered by the United States Department of Justice, Office of Victims of Crime (OVC). CJA grants are awarded by the Administration on Children, Youth, and Families, United States Department of Health and Human Services, as authorized by Section 107 of the Child Abuse Prevention and Treatment Act (CAPTA), as amended, October 3, 1996. Recipient states must be eligible for the CAPTA Basic State Grant and establish and maintain a multi-disciplinary task force on children's justice.

The CJA Task Force is a requirement for California's eligibility to receive the federal funds. This Task Force is comprised of professionals throughout California who have knowledge and expertise in the areas of criminal justice and child abuse, including investigation of child physical abuse, child neglect, child sexual abuse and exploitation, and child maltreatment-related fatalities. The Task Force is responsible for making policy and training recommendations to the state regarding improvements and reform to the way suspected child abuse cases are handled.

OES is the administering agency for the CJA grant funds. The CJA is a federal program charged with identifying the need for systematic changes in the area of investigating child abuse. The federal funds provide grants to states to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect. Since 1993, CJA funds have supported numerous programs throughout California and propelled much needed change in the systems response to child abuse. Child fatality cases involving suspected child abuse or neglect also meet CJA criteria.

Grantees must comply with Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts.

2. Program Intent and Need

The primary purpose of the CEDV pilot program is to identify children exposed to domestic violence and respond to their needs. In addition, the program will assist in the development of minimum standards to be used statewide to reduce the children's further exposure to domestic violence as well as reduce systemic trauma as a result of the investigation, intervention, and prosecution of domestic violence and/or child abuse and neglect.

3. Program Components

a. Law Enforcement – Social Services Partnership

A strong partnership among law enforcement and social service providers can increase the likelihood of effective intervention for children exposed to domestic violence. Through this partnership, the safety needs and emotional well-being of these children can be addressed.

Working together can strengthen partnerships, and being trained in each other's disciplines promotes understanding of each other's roles, responsibilities, and limitations. This can be accomplished by providing multi-disciplinary training to law enforcement officers, child protective services workers, and domestic violence advocates. Law enforcement and social services should also have specialized training within their own fields.

A 24-Hour Immediate Crisis Response, which brings both law enforcement officers and Child Protective Services (CPS) workers to the domestic violence scene, is essential for a true partnership to develop. Both disciplines must respect the roles and values each brings to the scene of a domestic violence incident; although, the immediate goals and the methods used may be different, the ultimate goal is to keep the child safe and protected.

b. Collaboration

Once the partnership has been built, the relevant disciplines must share their information and knowledge to effectively assess the best and most beneficial options for families experiencing domestic violence. One way this can be accomplished is through regularly scheduled case-conferencing where each discipline's member offers guidance in developing, reviewing, and evaluating a planned response for children and their families. Case conferencing must include representatives from all disciplines relevant to the family unit. Representative disciplines may include, but not be limited to, CPS, law enforcement, prosecution, defense, domestic violence, medical, mental health, community service, adult probation, and batterer's treatment.

c. Minimum Standards/Protocol Development

In addition to incorporating the "California Children's Justice Act Task Force Minimum Standards Protocol for the Investigation of Child Abuse," the CEDV Response Teams will need protocols of their own for guiding them in responding to, intervening, investigating, and protecting children and their families. Written protocols aid in the development of effective responses, as well as help define roles and responsibilities to avoid duplication, uncertainty, and territorialism. Developing protocols for the CEDV program will aid counties in complying with newly enacted legislation. Specifically, Penal Code Section 13732(b) states, "commencing January 1, 2003, child protective services shall develop protocols in collaboration with law enforcement, prosecution, child abuse and domestic violence experts, and community-based organizations serving abused children and victims of domestic violence as to how law enforcement and child welfare agencies will cooperate in their response to incidents of domestic violence in homes in which a child resides."

d. Data Collection

In order to develop a program which could be replicated, data must be collected to understand how the program was implemented and what it achieved. This could be done through the development of a database to track information regarding the immediate response to the domestic violence incident, as well as subsequent information regarding outcomes, services provided, and case dispositions. Such data could include such items as: type of domestic violence incident, number of people present and their ages,

information regarding the perpetrator, whether or not arrests were made and for what charges, who responded to the scene, outcome of incident, referrals made, services provided, charges filed, case disposition, etc.

e. Follow-up Services

In case of future incidents of domestic violence, the child and family members must be given resources and referrals to services. The child protective services staff responding to the scene will attempt to make follow-up contact with the child and family, or refer the family to a community-based domestic violence or other relevant service provider for services.

The law enforcement officer should follow-up with the domestic violence victims to assess and plan for their ongoing safety. Assessment services can be provided at follow-up home visits conducted by the officer, child protective services worker, and/or domestic violence advocate. Ongoing safety services can be accomplished by the CEDV Response Team, informing neighborhood patrol officers about the domestic violence activity and conducting/requesting safety patrols in those areas.

f. Prosecution (Vertical)

By having specially trained law enforcement officers and child protective services workers responding to domestic violence incidents, strong evidence can be gathered and secured to successfully prosecute the perpetrators, not only on domestic violence related charges, but also child endangerment and child abuse charges. Specially trained prosecutors in both of these areas who understand the complexities of domestic violence and its impact on children, would be the most beneficial and successful in prosecuting these cases. Vertical prosecution, (i.e., the prosecutor who, or prosecution unit that makes the initial filing or appearance in a case, makes all subsequent court appearances on that particular case through its conclusion, including sentencing), promotes continuity of investigative and prosecutorial personnel and reduces the secondary trauma to the child and/or victim of domestic violence.

g. Evaluation

Program data must be compiled and summarized to gain an understanding of the activities of the program and the effect on the outcomes of cases. At a minimum, a written report summarizing findings from the data collected, with programmatic recommendations based on that data, must be prepared.

G. PREPARING AN APPLICATION

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following five components are required for a complete application:

- Application Cover Sheet,
- Grant Award Face Sheet (Form A301),
- The Project Narrative,
- The Budget Narrative and Project Budget (Forms A303a-c), and
- The Application Appendix.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

**CHILDREN EXPOSED TO DOMESTIC VIOLENCE
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part III.

Applicant must use the forms provided or computer-generated forms, and plain 8½" x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OES forms.

The application must be typed with characters no smaller than standard 12-pitch font. **Applicant must double-space all narrative sections of the application.**

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not bind application.**

A. THE PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

Problem Statement is not required for this application.

2. Plan and Implementation

Plan: The applicant is required to submit a plan describing implementation of each of the mandatory objectives. The applicant must provide quantifiable measures for each objective and describe in detail how the objectives will be accomplished, including specific activities supporting the objectives. In addition, the applicant must describe the documentation procedures and source documents that will be used to demonstrate the objective is being achieved.

Objective 1:

- a) Ensure all members of the CEDV Response Team are cross-trained in the relevant disciplines, specifically: law enforcement, child protective services, domestic violence, and children exposed to domestic violence.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 2:

- a) Ensure all members of the CEDV Response Team have received specialized training in their own disciplines.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 3:

- a) A child protective services worker will provide 24-hour immediate on-site response to domestic violence calls where children are present in their target service area.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 4:

- a) For each domestic violence incident the CEDV Law Enforcement team responds to, ensure documentation of the age and gender of each child residing in the home.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 5:

- a) Conduct regularly scheduled case conferences to review all cases responded to by the CEDV Response Team.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 6:

- a) Facilitate multi-disciplinary collaboration, including all relevant interested parties.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 7:

- a) Facilitate the regular exchange of information among law enforcement, child protective services, mental health clinicians, domestic violence advocates, community service providers, probation, and relevant attorneys.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 8:

- a) Incorporate the "California Children's Justice Act Task Force Minimum Standards Protocol for the Investigation of Child Abuse" (Attachment A) in the investigation of the criminal case.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 9:

- a) Develop CEDV Response Team Protocols for the identification and response of children exposed to domestic violence by law enforcement officers and child protective services professionals in the target service area.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 10:

- a) Develop a comprehensive computerized database for purposes of programmatic data collection regarding the response, services provided, and case dispositions of children exposed to domestic violence.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 11:

- a) Prepare a comprehensive written report summarizing findings and providing programmatic recommendations upon completion of the funding cycle.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 12:

- a) CPS staff will attempt to make follow-up contact with the child and family or refer the family to a community-based domestic violence or other relevant service provider for follow-up services.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 13:

- a) Law enforcement officers will follow-up with the domestic violence victim and children by way of safety patrols or similar activities.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 14:

- a) CPS staff will screen each child they assess for domestic violence.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 15:

- a) When appropriate, cases responded to by the CEDV team will be referred to the prosecuting agency for vertical prosecution of domestic violence, child abuse, or child endangerment charges against the perpetrator.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Objective 16:

- a) A comprehensive programmatic evaluation will be conducted to demonstrate if the intervention reduced the trauma and increased the safety to the children exposed to domestic violence.
- b) Describe the documentation procedures and source documents the applicant will use to demonstrate this objective is being achieved.

Implementation: The project's ability to implement the plan was presented in the first year of funding. Unless there are updates, this section is not required.

3. Agency Description

Agency Description is not required for this application.

4. Organizational Chart

An Organizational Chart was presented in the first year of funding. Unless there are updates, an Organizational Chart is not required for this application.

5. Operational Agreements

Provide copies of the applicant agency's current operational agreements with partner agencies, demonstrating the cooperative relationship and collaborative implementation of the DEC Resource Coordinator Program. Operational agreements must be effective for the proposed grant year.

B. THE PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the project will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicant should not include in the project budget matching funds (if applicable) in excess of the required match. All budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project.

1. The Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the project's proposed budget supports the stated objectives and activities in the project.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including any qualifications or education level necessary to the job assignment.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and any unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is a separate form in the Forms Section (Part III) for each of the following three budget categories:

- Personal Services – Salaries/Employee Benefits,
- Operating Expenses, and
- Equipment.

Each budget category requires line item detail that addresses the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits (Form A303a):

1) Salaries

Personal services include all services performed by staff who are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category supported by a memorandum of understanding (MOU), contract, or operational agreement (OA), which must be kept on file by the grantee and made available for review during an OES site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a grantee to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category. In either case, they may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

b. Operating Expenses (Form A303b):

Operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) **and/or with a useful life of less than one year fall within this category.**

c. Equipment (Form A303c):

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$1,000 or more per unit (including tax, installation, and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. THE APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Operational Agreements: OAs must be dated and contain original signatures, titles, and agency names for both parties. These must demonstrate a formal system of networking and coordination with other agencies and the project. Those submitted with the application must be effective for the proposed grant year. For the purpose of this RFA, the terms OA and MOU are synonymous. A sample operational agreement is provided in the forms section of this RFA.
- Project Service Area Information,
- Project Contact Form,
- Project Summary Form,
- Other Funding Sources Form,
- Additional Signature Authorization (*if applicable*), and
- Sole/Single Source Justification Checklist (*if applicable*).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

**CHILDREN EXPOSED TO DOMESTIC VIOLENCE
REQUEST FOR APPLICATION**

PART III – FORMS

CHECKLIST AND REQUIRED SEQUENCE

This checklist is provided to assist the applicant in ensuring that a complete application is submitted to OES.

- ☐ APPLICATION COVER SHEET
- ☐ GRANT AWARD FACE SHEET – Signed by the official authorized to enter into Grant Award Agreement.
- ☐ CERTIFICATE OF ASSURANCE OF COMPLIANCE
- ☐ THE PROJECT NARRATIVE
 - Plan
- ☐ THE PROJECT BUDGET
 - The Budget Narrative
 - The Budget Forms – Forms A303a, A303b, A303c
- ☐ THE APPLICATION APPENDIX
 - Operational Agreements
 - Project Service Area Information
 - Project Contact
 - Project Summary
 - Other Funding Sources
 - Additional Signature Authorization (*if applicable*)
 - Sole/Single Source Justification (*if applicable*)



CRIMINAL JUSTICE PROGRAMS DIVISION
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
P.O. BOX 419047
RANCHO CORDOVA, CALIFORNIA 95741-9047
(916) 324-9100
FAX: 327-5674



APPLICATION COVER SHEET

RFA PROCESS

CHILDREN EXPOSED TO DOMESTIC VIOLENCE RFA

Deliver to Children's Section

Submitted by:

(Place name, address, and phone number of applicant here.)

GRANT AWARD FACE SHEET INSTRUCTIONS

1. **Administrative Agency**
Enter the complete name of the unit of government applying for funding (e.g., Alameda County, City of Fresno), also referred to as the “grantee.”
2. **Implementing Agency**
Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Sheriff, Police Department), and the contact person’s name, address, and phone number. Include an e-mail address, if you have one.
3. **Project Title**
Enter the complete title of the project. Do not use acronyms. Do not exceed 60 characters, including spaces and punctuation.
4. **Project Director**
Enter the name, title, mailing address, and telephone number of the individual ultimately responsible for the project. This information must be limited to four lines.
5. **Financial Officer**
Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project. This person must be someone other than the project director. The reimbursement check for this project will be mailed to the address shown for the financial officer. This information must be limited to four lines.
6. **Award Number**
Leave blank (to be completed by OES).
7. **Grant Period**
Enter beginning and ending dates of funding as specified in the grant application instructions.
8. **Federal Amount**
If applicable, enter the amount of federal funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
9. **State Amount**
If applicable, enter the amount of state funds requested for the project. If not applicable, enter N/A.
10. **Cash Match**
If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
11. **In-Kind Match**
If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
12. **Total Project Cost**
Enter the sum of items 8, 9, 10, and 11. The amount must be consistent with the proposed budget.
13. **Official Authorized to Sign for Applicant/Grantee**
Enter the signature, name, title, address, and telephone number of the official authorized to enter into the Grant Award Agreement for the city/county or community-based organization, as stated in the language between items 12 and 13 of the Grant Award Face Sheet (Form A301). **Provide an original signature of the authorized official in blue ink.**

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION
GRANT AWARD FACE SHEET (FORM A301)**

The Governor's Office of Emergency Services, hereafter designated OES, hereby makes a grant award of funds to the following **Administrative Agency (1)** _____

hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award.

(2) Implementing Agency Name _____

Contact _____ **Address** _____

E-mail address _____ **Telephone ()** _____

(3) Project Title (60 characters maximum)	(6) Award No.
(4) Project Director (Name, Title, Address, Telephone) (four lines maximum)	(7) Grant Period
	(8) Federal Amount
	(9) State Amount
(5) Financial Officer (Name, Title, Address, Telephone) (four lines maximum)	(10) Cash Match N/A
	(11) In-Kind Match N/A
	(12) Total Project Cost

This grant award consists of this title page, the application for the grant which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, enter into this grant award agreement; and (2) all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, the *Grantee Handbook*, and the OES audit requirements, as stated in this RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in this RFP or RFA.

<p style="text-align: center;"><u>FOR OES USE ONLY</u></p> <p>Item: _____</p> <p>Chapter: _____</p> <p>PCA No.: _____</p> <p>Components No.: _____</p> <p>Project No.: _____</p> <p>Amount: _____</p> <p>Split Fund: _____</p> <p>Split Encumber: _____</p> <p>Year: _____</p> <p>Fed. Cat. #: _____</p> <p>Match Requirement: _____</p> <p>Fund: _____</p> <p>Program: _____</p> <p>Region: _____</p>	<p>(13) Official Authorized to Sign for Applicant/Grant Recipient</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>Telephone: () _____</p> <p>E-mail address _____</p> <p>Date: _____</p> <hr/> <p>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">Fiscal Officer, _____</div> <div style="width: 45%;">Date _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">Executive Director, _____</div> <div style="width: 45%;">Date _____</div> </div>
---	---

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, _____, hereby certify that:
(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

GRANTEE: _____

IMPLEMENTING AGENCY: _____

PROJECT TITLE: _____

is responsible for reviewing the *Grantee Handbook*¹ and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by OES including, but not limited to, the following areas:

I. Equal Employment Opportunity – (*Grantee Handbook Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination, and civil rights.**

Please provide the following information:

Affirmative Action Officer: _____

Title: _____

Address: _____

Phone: _____

Email: _____

II. Drug-Free Workplace Act of 1990 – (*Grantee Handbook Section 2152*)

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug free workplace.

III. California Environmental Quality Act (CEQA) – (*Grantee Handbook Section 2153*)

The State of California requires all OES-funded projects to obtain written certification that the project is not impacting the environment negatively.

¹ The *Grantee Handbook* can be obtained from www.oes.ca.gov. Applicant can select “Plans and Publications, RFA/RFP Grantee Handbook” to access the *Grantee Handbook*.

IV. Lobbying – (*Grantee Handbook Section 2154*)

OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

V. Debarment and Suspension – (*Grantee Handbook Section 2155*)

(This applies to federally funded grants only.)

OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VI. Proof of Authority from City Council/Governing Board

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

All appropriate documentation must be maintained on file by the project and available for OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the grantee may be ineligible for award of any future grants if the OES determines that any of the following has occurred: (1) the grantee has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [line 13 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: _____

Authorized Official's Title: _____

Date Executed: _____

Federal ID Number: _____

Executed in the City/County of: _____

AUTHORIZED BY:

- City/County Financial Officer
- City Manager
- Governing Board Chair

Signature: _____

Typed Name: _____

Title: _____

THE PROJECT NARRATIVE
GOES HERE

No standard forms are provided for the Project Narrative.

See Instructions in Part II of this RFA for details.

THE PROJECT BUDGET

THE BUDGET NARRATIVE GOES HERE

No standard forms are provided for the Budget Narrative.

See Instructions in Part II of this RFA for details.

BUDGET CATEGORY AND LINE ITEM DETAIL	
A. Personal Services – Salaries/Employee Benefits	COST
TOTAL	

BUDGET CATEGORY AND LINE ITEM DETAIL	
B. Operating Expenses	COST
TOTAL	

Form A303b

[illegible]

Form A303c

THE APPLICATION APPENDIX

GOES HERE

See Instructions in Part II of this RFA for details.

SAMPLE OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the (applicant agency) and the (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in (jurisdiction). Both agencies believe that implementation of the (program) application, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

The (applicant agency) project will closely coordinate the following services with the (agency) through:

- Project staff being readily available to (agency) for service provision through (describe arrangements with the agency);
- Regularly scheduled meetings (how often) between (persons/positions) to discuss strategies, timetables and implementation of mandated services.

* Specifically:

* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of (applicant agency) and (agency), do hereby approve this document.

For _____

For _____

Date _____

Date _____

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the principal office of the project is located.

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

5. POPULATION OF SERVICE AREA: Enter the total population of the service area served by the project.

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, and e-mail address for the person having day-to-day responsibility for the project.
2. Provide the name, title, address, telephone number, and e-mail address for the person to whom the person listed in #1 is accountable.
3. Provide the name, title, address, telephone number, and e-mail address for the Chief Executive of the implementing agency.
4. Provide the name, title, address, telephone number, and e-mail address for the financial officer for the project.
5. Provide the name, title, address, telephone number, and e-mail address for the project director for the project.
6. Provide the name, title, address, telephone number, and e-mail address for the Chair of the Governing Body of the implementing agency.

PROJECT CONTACT INFORMATION

Applicant: _____ Grant Number _____

Provide the name, title, address, telephone number, and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."**

1. The **person** having **day-to-day responsibility** for the project:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

2. The **person** to whom the person listed in **#1 is accountable**:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

3. The **executive director** of a nonprofit organization or the **chief executive officer** (e.g., chief of police, superintendent of schools) of the implementing agency:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

4. The **financial officer** for the project:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

5. The **project director** for the project:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

6. The **chair** of the **governing body** of the implementing agency: *(Provide address and telephone number other than that of the implementing agency.)*

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

PROJECT SUMMARY INSTRUCTIONS

All of the necessary project information must be placed on the form in the space allowed. **Additional pages may not be added.** This is a summary of the project narrative.

1. **PROJECT YEAR:** If the project is new, check new. If the project is continuing, check the box of the proposed year of the project (i.e., Year 2) or insert the year of operation.
2. **PROJECT TITLE:** Enter the complete title. The title **MUST** describe the focus of the project. Acronyms are not acceptable. Do not exceed 60 characters, including space and punctuation.
3. **GRANT PERIOD:** Enter the beginning and ending dates of funding as specified in the grant application.
4. **APPLICANT:** Enter the name and complete address of the organization that is applying for the grant.
5. **FUNDS REQUESTED:** Enter the amount of grant funds requested. This must be the same amount used on the budget pages and on the application cover sheet.
6. **IMPLEMENTING AGENCY:** Enter the agency or organization designated on the Grant Award Face Sheet as the programmatic recipient of the grant funds who will accomplish the planned objectives and program goals.
7. **PROGRAM DESCRIPTION:** Provide a description of the specific area of service which OES is authorized to fund based upon state or federal legislation.
8. **PROBLEM STATEMENT:** Describe the problem the project will address. Support the problem with data such as number of offenses, description of the target area, and local needs.
9. **OBJECTIVES:** Include the quantifiable measurements which define a course of action in order to accomplish the program goals.
10. **ACTIVITIES:** Describe activities you will perform to accomplish each objective (quantify where possible).
11. **CATEGORY:** Check the appropriate category.
12. **PROGRAM AREA:** Check appropriate program area.
13. **EVALUATION:** Describe how project performance will be measured. Note who will conduct the evaluation (e.g., project staff, government personnel, or outside consultants).
14. **NUMBER OF CLIENTS TO BE SERVED:** Enter the number of clients.
15. **PROJECTED BUDGET:** List all noted budget items. Be specific in breakdown of grant funds and all other budget sources.
16. **RESPONSIBLE OFFICIAL:** The legally responsible official for the organization should sign and date this document. The official's name and title should be typed in the space provided.

PROJECT SUMMARY

1. PROJECT YEAR

New

Year 2

Year 3

Other _____

2. PROJECT TITLE**3. GRANT PERIOD**

_____ to

4. APPLICANT

Name:

Phone: ()

Address:

Fax #: ()

5. FUNDS REQUESTED

\$ _____

6. IMPLEMENTING AGENCY

Name:

Phone: ()

Fax #: ()

Address:

7. PROGRAM DESCRIPTION**8. PROBLEM STATEMENT****9. OBJECTIVES**

10. ACTIVITIES 	11. CATEGORY _ CEDV _ _ _
13. EVALUATION 	12. PROGRAM AREA _ Lake Elsinore Station Area _ _ _
14. NUMBER OF CLIENTS TO BE SERVED <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	

15. PROJECTED BUDGET

	Personnel Services	Operating Expenses	Equipment	TOTAL
Funds Requested				
Other Grant Funds				
Other Sources (list in-kind, fees, etc.)				

16. NAME OF RESPONSIBLE OFFICIAL

Signature: _____
Date: _____

Typed Name: _____

Title: _____

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the Grant Funds column, report the OES funds requested by category. In the Other Funds column, report all other funds available to support the project by category and then calculate the totals by category in the Program Total column. Total each column to arrive at the total program funds available.

OTHER FUNDING SOURCES			
BUDGET CATEGORY	GRANT FUNDS <i>(Use only the grant funds identified in the preceding budget pages.)</i>	OTHER FUNDS	PROGRAM TOTAL
Personal Services			
Operating Expenses			
Equipment			
TOTAL			

Form 653

This form does not become part of the grant award.

ADDITIONAL SIGNATURE AUTHORIZATION INSTRUCTIONS

Applicant may request signature authority in addition to the designated Project Director and/or Financial Officer by completing an Additional Signature Authority form and submitting it with the Grant Award Forms package. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **By signing the bottom of this form, the Project Director and/or Financial Officer authorize the person(s) identified on the form to act on their behalf on all grant-related matters.**

ADDITIONAL SIGNATURE AUTHORIZATION

Grant Award #: _____

Applicant: _____

Project Title: _____

Grant Period: _____ to _____

The following persons are authorized to sign for:

Project Director

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Financial Officer

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Approved By:

Project Director: _____

Date

Financial Officer: _____

Date

Regional/Local
Planning Director: _____

Date

**SOLE/SINGLE SOURCE JUSTIFICATION
CONTRACTS FOR SERVICES**

CHECKLIST

Has the applicant/grantee met the following requirements of the *Grantee Handbook*:

Section 4510

Yes

No

Do conditions exist that require a sole/single-source contract?

☐☐

Section 4521

Is a brief description of the program or project included?

☐☐

Section 4522

Was it necessary to contract noncompetitively?

☐☐

Did the contractor submit his/her qualifications?

☐☐

Is the reasonableness of the cost justified?

☐☐

Were cost comparisons made with differences noted for similar services?

☐☐

Section 4523

Is an explanation provided for the uniqueness of the contract?

☐☐

Section 4524

Are there time constraints impacting the project?

☐☐

Is a justification provided regarding the need for contract?

☐☐

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

☐☐

**SAMPLE
MINIMUM STANDARD PROTOCOL
FOR THE INVESTIGATION OF CHILD ABUSE AND NEGLECT**

1. Every county should have an interagency protocol agreement for the investigation of child abuse and neglect developed and agreed upon (signed) by the directors of the following core agencies:

- District Attorney
- Law Enforcement (Sheriff and Chief of Police)
- Child Protective Services or equivalent agency administering child welfare
- Public Health
- Tribal Council Representatives

This protocol agreement may include but is not limited to the following additional entities:

- School districts
- Probation departments
- Courts
- County counsel
- Clergy
- Regional centers
- Mental health
- Counsel for children
- CASA (court appointed special advocates)
- Ancillary law enforcement agencies (such as the federal government and the military)
- Victim/Witness programs
- Child Abuse Councils
- Hospitals/ medical examiners

2. Protocols should include the following:

- Mission goal and mission statement
- Written standards and procedures
- Procedure for periodic review by all agencies involved
- Procedure for dissemination to all parties involved
- Procedure for training about the protocol
- Recognition of the need for ongoing training procedures for professionals involved in the investigation of child abuse

3. Protocols should address all children, including children with special needs, suspected of being abused or neglected in the following situations:

- Intra-family or in-home
- Out-of-home (e.g., daycare, group homes, public or private schools, foster care, licensed facilities)
- Perpetration by stranger
- Siblings of a child abuse fatality victim
- Homes with domestic violence

4. Protocols must address a “cascade” or sequence of responses that takes into account the emotional and physical well-being of the child victim.
 - Initial response following a referral should be coordinated among first responders (i.e., CPS and law enforcement) to reduce redundant interview with or questions to the child. Specifically, the protocol should outline the procedures by which first responders share information with each other.
 - Investigative procedures for forensic evidence gathering.
 - Reporting procedures (Child Abuse Central Index) and cross-reporting procedures (OCJP forms).
 - Minimum standards for levels of professional competency.
 - Knowledge of legal authority.
 - Procedures for sharing information with all the parties involved in the investigation.
 - Procedures for getting information about the child victim back to reporters.
 - Procedures for transporting a child: Who takes the child where, and under what conditions. In addition, procedures for transporting family members if the need arises.
 - Procedures to ensure that a child with special needs receives prescribed medication or has special equipment, such as a wheelchair.

Procedures must also include the following considerations for forensic evidentiary interviews and medical exams:

- Qualification of personnel conducting the interview or exam.
- Location of the interview or exam.
- Procedures for documentation.
- Guidelines for deciding which agency budget will cover the cost of the exam or interview.
- Definition of criteria under which a child qualifies for an exam or interview.

5. The Protocol should address the following issues:

- Procedures for denial of entry for any of the responders to a referral for child abuse or neglect.
- Procedures for obtaining necessary consent for medical exams and forensic interviews.
- Procedures for sharing of information among mandated reporters, first respondents, professionals, follow-up investigations.
- Procedures for sharing information among professional child abuse investigators that address issues of confidentiality. (Legal confidentiality is narrower than often assumed.)
- Procedures for providing information about protective orders, prior history criminal background check, court actions, and placement orders.
- Procedures for emergency situations or professional judgment that allow for deviation from the protocol.

6. The protocol must explain how the interagency protocol for child abuse investigation interfaces with or acknowledges the protocols of individual agencies involved, and must include procedures for resolving any conflicts among those protocols.